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ANNEX 5

MAIL AND COURIER BRANCH

Description of Courier and Laborer Duty Assignments

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TAB A

MAIL AND COURIER BRANCH

Qualification and Duty Assignments of Courier

1. Qualifications:

Age: 20 - 35

Education: High School education preferable. Non High School graduates acceptable upon recommendation from Recruitment Officer.

Military : Must be a veteran in accordance with Office of Personnel policy.

Driving Record: Applicant must possess, or qualify for driver's license. Clean driving record. No arrests for drunken or reckless driving. Accidents or arrests for speeding should be thoroughly explained as to number and circumstances surrounding each. Must pass Agency medical, written and road tests.

Physical Requirements: Will lift mail bags weighing up to 70 pounds. Duties also require walking for sustained periods of time. Consideration should be given to this when judging size, physical condition, etc.

Tour of Duty as Courier: Applicant must agree to remain in Courier position for at least one year or until such time as another position exists for which he is acceptable and a qualified replacement has entered on duty. However, there are chances for advancement and promotion during this period. All Courier applications must be accompanied by signed COURIER AGREEMENT forms. Sample Courier Agreement is attached as Inclosure #1, Tab B, Annex 5.

Salary : Couriers are hired at GS-3 and promoted to GS-4 after a six-month period, provided they have proven their dependability and capability for performing their assigned duties. Promotion to GS-5 is subject to a vacancy at that grade.

Work Hours: Regular work day, 0830 - 1700. Should be prepared to work overtime as required. Probably little overtime while GS-3, most of overtime performed by GS-4 or above.

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2. Duty Assignments:

Under the general supervision of the Chief of Courier Section, serves as a courier with responsibility for collecting, transporting and delivering documents and other objects up through secret security classification throughout the Washington area, and on occasion top-secret material within CIA offices.

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